

**LAKE HAVASU DETACHMENT 757
MARINE CORPS LEAGUE, INC.
LAKE HAVASU CITY, ARIZONA**

By-Laws

And

Administrative Procedures

Revised 12 February, 2024

Marine Corps League
Detachment 757
PO Box 0311, Lake Havasu City, AZ 86405

By-Laws of the Lake Havasu Detachment 757

ARTICLE I Detachment Organization

Section - 120 Nominations

Nominations for elective officers may be made from the floor in sequence delineated in Article Two section 200, at the monthly meeting in January. The Executive Board will ensure all nominees are members in good standing and qualified **Section**

125 - Elections

- a. Election of Officers will be held at the regular January meeting.
- b. Written ballot is required when there is more than one candidate for a particular office.
- c. There are no provisions for "absentee" voting.
- d. Election is by a majority of votes cast.
- e. The adjutant shall tally and report the results.

Section 126 – Installation

Elected and Appointed Officers will be installed prior to the regular meeting in February. Installation shall be open to the public and the appropriate dignitaries shall be invited. If an Officer is not present for two (2) consecutive meetings, to be installed, the office shall be declared vacant

Section 127 - Removal of Officers

If an elected or appointed officer fails to attend three (3) consecutive regular meetings, they may be removed from office by a simple majority vote of the members present at a regular meeting.

Section 130 – Tenure

Officers shall be elected or appointed annually and shall serve one (1) year terms from the date of installation until a successor has been elected or appointed and properly installed. The Commandant shall not serve more than two (2) consecutive terms in office.

ARTICLE II

Corporation/ Detachment Officers / Trustees

Section 200 - Titles

The administrative affairs of this Corporation shall be vested in the **Executive Board** which consists of the **elected and appointed officers** as listed below. The officers of this Corporation shall be herein known as follows:

- a. President as **Commandant** (elected)
- b. Vice President as **Senior Vice Commandant** (elected)
- c. **Junior Vice Commandant** (elected)
- d. **Judge Advocate** (elected)
- e. Secretary as **Adjutant** (appointed)
- f. Treasurer as **Paymaster** (appointed)
- g. **Chaplain** (appointed)
- h. **Sergeant at Arms** (appointed)

Section 205 - Executive Board

Shall be responsible for the overall operation of the corporation, and advise counsel, and assist subsidiary organizations.

Section 206 - Board of Trustees

The Board of Trustees shall consist of the **Elected Officers** as shown above. The financial matters of the Corporation shall be handled by the **Board of Trustees**, with approval of the membership. Shall establish a fiscal budget and present the same to the membership for approval at the regular May meeting. Shall accept all unbudgeted requests for funds at any regular meeting, review at the next Board of Trustees meeting, and present its recommendations for actions to the membership at the next monthly meeting. Shall have a review of the General Ledger Report completed not later than September 15th annually, and present the same to the Commandant and the membership at the regular meeting, 4th Tuesday in September of that year.

Section 210 - Duties of:

Commandant

Shall in conjunction with the other officers, manage the direction and the affairs of the Corporation. He shall preside at all regular and special meetings of the Corporation, and is considered a member of all committees.

The Commandant may appoint other officers and committee chairmen as he may feel are required. These positions shall be held only during die current Commandant's tenure

Senior Vice Commandant

Shall give assistance to the Commandant as requested. In the absence of the Commandant, he shall perform the duties of the Commandant, and shall assume the duties of Commandant should a vacancy in that office occur.

Junior Vice Commandant

Shall assist the Senior Vice Commandant and the Commandant as requested. In the absence of the Senior Vice Commandant, shall perform those duties. In the absence of both the Commandant and the Senior Vice Commandant, shall perform the duties of Commandant.

Judge Advocate

Shall act as an advisor regarding issues relative to the rules and regulations of the Marine Corps League. Shall render opinions in all that may arise concerning the Articles of Incorporation and By-Laws of the Corporation, Department and National Constitution and By-laws. In all cases the opinion of the Judge Advocate shall be final unless an appeal is filed before the Department Judge Advocate. Any appeal must be in writing within ten (10) days of the Detachment Judge Advocate opinion. Nothing in the foregoing shall prevent an individual the right to employ outside counsel.

Section - 215 Vacated Office

The order of succession to the office of Detachment Commandant shall be the Senior Vice Commandant, then the Junior Vice Commandant. In the event of vacancies to the Detachment Board of Trustees, other than the Commandant (that is, elected officers of the Detachment – Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate), the Detachment Commandant with the advice and consent of the remaining Board members, shall appoint a successor to fill the unexpired term of office. The death, resignation or incapacitation of an officer may result in a vacancy, as well as removal of the officer for “cause”, as reflected in the Detachment’s Administrative Procedures. In addition, as stated in Section of 127 of this document, a vacancy may also occur as a result of the officer’s failure to attend three (3) consecutive regular meetings.

ARTICLE III – Detachment Staff Officers

Section 310 Duties

Chaplain

Shall perform such of the spiritual nature and as required by the Law and Rituals of the Marine Corps League. Shall take an active in all memorial services involving the Detachment. Shall as much as possible visit sick members. Upon notification of the death of any member, he shall:

- a. Immediately contact the family of the deceased to offer assistance and condolences.
- b. Without delay, report the death of the member to the Department Chaplain.

Adjutant

Shall keep all minutes of all regular, special and all Board, Executive and Trustee meetings. Shall prepare and general correspondence for the Corporation as authorized by the Commandant or his designated representative. Shall be responsible for the upkeep and maintenance of all records and correspondence. Shall surrender all such records to his duly installed successor.

Paymaster

Shall keep proper and necessary receipts and records of all Corporation accounts. Be responsible for all monies and securities of the Corporation. Monies and securities will be deposited in a bank or other financial institution so designated by the Board of Trustees, in the name of the Corporation. Shall establish an accounting system in concert with the Corporation budget and advise the Board of Trustees of all anticipated shortfalls in income or pending over expenditures in time to correct items. Shall provide the preceding fiscal year's financial report to the members at the April meeting. This report shall include a full and complete statement of receipts and expenditures (General Ledger Report). Paymaster will provide the CPA firm being utilized the necessary reports and documentation within 15 days of the end of the fiscal year in order for the CPA firm to submit the annual required tax returns to the IRS and to the State of Arizona, as well as facilitate a required yearly review of the Detachment's financial records. Shall surrender all records and other property to his duly installed successor.

Sergeant at Arms

Shall be responsible for the preservation of order at all meetings. Shall perform duties as required by the Laws and Rituals of the Marine Corps League. Shall perform duties as may be assigned to him by the Commandant. May deputize Deputy Sergeant at Arms(s) as may be necessary for the proper performance of his duties.

ARTICLE VI – Membership**Section 600- Types of:**

Regular Membership: Only persons who are serving, or who have served honorably in the United States Marine Corps for at least ninety (90) days or more; or persons who have served, or are serving in the United States Marine Corps Reserve, and have earned no less than ninety (90) Reserve Retirement Credit Points shall be eligible for Regular membership in the Marine Corps League, Detachment 757. In addition, United States Navy personnel who have served for at least 90 Days as a Fleet Marine Force (FMF) Corpsman, may be eligible for Regular membership if they have earned the FMF Enlisted Warfare Specialist (FMFEWS) Device (1 October 2006 to present), or the FMF Officer (FMFQO) Insignia (1 January 2006 to present), which must be noted on the DD214 form. An award of the FMF Ribbon (1 September 1984 to 30 September 2006), the FMFEWS or FMFQO, may serve as prima facie evidence of eligibility for Regular membership in Marine Corps League, Detachment 757.

Associate Membership: Those individuals not qualified for Regular membership in the Marine Corps League, who are serving, or have served honorably in a branch of the United States military or reserves, other than the United States Marine Corps, for at least ninety (90) days or more, who espouse the principles and purposes of the Marine Corps League as contained in its Constitutional Charter and upon application to a Detachment, may be accepted for Associate membership in the Marine Corps League, Detachment 757. Associate Members will be entitled to all the rights, privileges and benefits of a Regular Member, with the exceptions they may not vote on membership applications, hold an elected office, vote for elected officers or on Marine Corps League policy. They may, however, hold appointed offices and vote on affairs of the Corporation.

Honorary Membership: With the advice and consent of the Board of Trustees, Honorary memberships in the Marine Corps League, Detachment 757 may be bestowed by the Detachment Commandant. Honorary members will have no rights and privileges of membership as those held by Regular and Associate members of the Marine Corps League.

Section 615 - Good Standing

All members shall be considered in good standing except:

- a. Required dues not paid prior to expiration date on card.
- b. In arrears or indebted to National, Department or Detachment/Corporation.
- c. Under suspension as provided in Chapter Nine (9) of National Administrative Procedures.

Section 620 - Delinquent Members

- a. A member shall be considered as delinquent whenever their dues are not paid and transmitted prior to the expiration date on their membership card.
- b. A member in delinquent status shall be retained not more than one (1) year. A member may pay all fees required within this time and retain membership.
- c. A member in delinquent sums for one (1) year will be dropped from membership rolls. Reinstatement shall be treated as a new member, including initiation fees.

Section 640 - Member-at-Large

Member-at-Large is a member in good standing of the Marine Corps League, who is not a member of any specific Detachment. Such members remit their annual dues directly to National Headquarters. A Member-at-Large in good standing may request affiliation with a Detachment. A Detachment member in good standing may resign from a Detachment and be carried as a Member-at-Large. Member-at-Large status and administration shall be in compliance with this section.

Section 645 - Life Membership

Any member of the Marine Corps League who is in good standing may become a LIFE MEMBER, upon proper payment of the fee, as required. A life member shall be subject to the payment of no further dues to a Detachment, Department or National. Such member shall have all the privileges, rights and benefits enjoyed as a member so long as that life member shall live.

IN ALL MATTERS NOT SPECIFICALLY ADDRESSED IN THIS DOCUMENT, DETACHMENT 757 WILL CONSIDER THE ARTICLES AND PROVISIONS OF THE MOST CURRENT MARINE CORPS LEAGUE NATIONAL AND DEPARTMENT BY-LAWS, TO BE THE BY-LAWS OF LAKE HAVASU DETACHMENT 757, AND WILL ADHERE TO THEM AS SUCH.

END OF LAKE HAVASU DETACHMENT 757 BY-LAWS

ADMINISTRATIVE PROCEDURES
Lake Havasu Detachment 757

CHAPTER ONE
Corporation / Detachment

This Corporation shall be referred to as named, or as Detachment, or as Detachment 757, solely for purposes of clarification and functioning within the National Marine Corps League and State of Arizona Marine Corps League.

Section 112 — Meeting, Board of Trustee and Executive Board

Meetings shall be held as often and at a place and time as called for by the Commandant. A quorum of officers must be present to conduct Corporation business. A "quorum" is defined as a simple majority of the elected and appointed officers, one of which shall be the Commandant, Senior Vice Commandant or Junior Vice Commandant.

Section 113 — Meetings, Membership

- a. Meetings shall be held on the 4th Tuesday of the month 1900 hours; except no regular general membership meetings will be held during the months of June, July, August, and December. Members will be notified by electronic means (e-mail, etc.), by phone or in writing of all changes to that date and time.
- b. There must be least (15) members in good standing present to conduct Corporation business, one of which shall be the Commandant, Senior Vice Commandant or Junior Vice Commandant.
- c. Potential members may come to only one (1) meeting as a visitor

Section 114 - Meeting, Special Detachment or Board

- a. Special Detachment meetings may be called at any time upon concurrence of a quorum of the Executive Board. Members must be notified by electronic means (e-mail, etc.), by phone or in writing no less than ten (10) days prior to the Special Meeting.
- b. Special Board meetings may be called any time upon concurrence of a quorum of the Executive Board. Members must be notified by electronic means (e-mail, etc.), by phone or in writing no less than ten (10) days prior to the Special Meeting.
- c. Any member, with approval of the majority of the members at a regular meeting, may petition the Executive Board for a Special Detachment or Executive Board meeting.
- d. The annual Corporation meeting shall be held in May.

CHAPTER SEVEN
Members

Section 710 – Transfers

Any member may transfer from this Detachment to another without additional dues or fees, and upon approval from the gaining Detachment. A statement from the Detachment Paymaster shall be issued certifying that the transferee has no outstanding debts or obligations and is in good standing at the time of request.

CHAPTER EIGHT
Subsidiary Organizations

Recognized subsidiary organizations shall be the same as recognized by National Headquarters of the Marine Corps League.

CHAPTER NINE
Grievances / Complaints

Whenever a member desires to file a grievance or complaint against another member, Officer, or Detachment polices or procedures, it must be made in writing; that is - letter format, dated and signed. It must set forth the nature of the grievance or complaint and any supporting documentation to the Detachment Judge Advocate.

The grievance or complaint will be investigated and an opinion rendered in writing to the member. The Judge Advocate shall attempt to resolve the issue, acting as a mediator if needed, between the parties. If the issue cannot be resolved the Judge Advocate shall refer the issue to the Department of Arizona Marine Corp League Judge Advocate for adjudication, providing it is a Marine Corps League problem.

CHAPTER TEN
Miscellaneous

Section 1000 - Fund Raising

The Corporation may hold fund raisers provided that:

- a. All net proceeds raised be for the sole benefit of the Corporation.
- b. They do not violate Federal, State or Local law.
- c. They will not discredit the honor of the Marine Corps League.
- d. All funds and receipts must be turned over to the Paymaster at the earliest possible time, but not later than five business days after receipt.
- e. Paymaster shall deposit all receipts with the designated financial institution at the earliest possible time, but not later five business days after receipt.

Section 1015 – Amendments

These By-laws and Administrative Procedures may be amended or revised by a two-thirds (2/3) vote of those present at a monthly or special meeting. Any change or revision must be presented to the Executive Board and reviewed by the Judge Advocate. They must be in written form and have an explanation of the change or revision. Upon review by and with an opinion from the Judge Advocate, the proposal must be presented to the membership. A minimum of ten (10) days written notice to the members is required prior to presentation and voting on any By-laws and Administrative Procedures change.

Section 1035 - Corporate powers

The Corporation shall elect or appoint officers, agents or trustees as deemed necessary in order to exercise the various functions, as it requires. It may hire employees and/or retain legal counselor consultants as necessary. It may acquire by purchase, devise, bequest, or otherwise hold, encumber, convey or dispose of real and personal property as necessary, to carry out the purpose(s) for which the Corporation was founded.

Section 1036 - Fiscal Year

The fiscal year shall be 1 July through 30 June of the following year.

Section 1037

Policies, powers and procedures not covered in these By-laws, or in the National By-laws shall comply with the Robert's Rules of Order most current edition.

Section 1050- Budget

The Board of Trustees shall present a balanced, segregated budget no later than the regular May meeting. The budget shall include appropriations for each budgeted item or function the Corporation has, allowing for projected income and cash on hand. Appropriations shall include miscellaneous expenses, such as travel and per diem, as may be deemed appropriate. The budget must be adopted, either in its original or modified form, at the May meeting. After it is adopted, all expenditures must be kept within the appropriated amount. All unbudgeted expenditures shall be referred to the of Board of Trustees for consideration and recommendations. All recommendations shall be voted on by the membership at the next regular meeting. Approval requires a majority vote of those present. The Board of Trustees shall amend the annual budget to reflect expenditures that exceed the existing authorization. Such amendment to be voted upon by the membership at the next regular meeting.

Section 1055 - Dues

The Corporation may charge and collect dues from its members and receive material or financial contributions to be utilized in carrying out the purpose of the Corporation. The Board of Trustees shall review the amount of dues required prior to the submission of the budget and recommend any change, if needed, to the general membership for their approval, a monthly meeting. A minimum of ten (10) days written notice to the members is required prior to any vote on dues changes.

The annual dues will include:

- a. National Marine Corps League dues
- b. Department of Arizona dues
- c. All other assigned assessments

Section 1060 - Bills / Expenditures

Bills, within budget, of a routine recurring nature shall be paid without prior approval, however such expenditures must be reported at the next regular meeting. The Board of Trustees in the capacity of a Standing Relief Committee may approve an expenditure of funds, not to exceed one thousand dollars (\$1,000) per request under emergency or unusual condition. Such transactions must be reported at the next regular meeting.

Section 1070 – Special Projects Account

The Board of Trustees will establish a restricted Special Project Account for the purpose of accumulating funds for unanticipated expenditures over one thousand dollars (\$1,000.00). Such projects must be presented in writing to the Executive Board for review. The Executive Board shall review submitted projects and bring them to the membership with their recommendation of approval or disapproval. Deposits will be made to this account annually, as part of the budgeting process, of monies not anticipated to be needed for the normal operating of the Detachment in the ensuing year. Funds may not be used from this account without ten (10) days written notice to all members in good standing of the meeting to consider the matter. Approval from two-thirds (2/3) of the members present at that meeting is required.

IN ALL MATTERS NOT SPECIFICALLY ADDRESSED IN THIS DOCUMENT, DETACHMENT 757 WILL CONSIDER THE CHAPTERS AND PROVISIONS OF THE MOST CURRENT MARINE CORPS LEAGUE NATIONAL AND DEPARTMENT ADMINISTRATIVE PROCEDURES, TO BE THE ADMINISTRATIVE PROCEDURES OF LAKE HAVASU DETACHMENT 757, AND WILL ADHERE TO THEM AS SUCH.

END OF LAKE HAVASU DETACHMENT 757 ADMINISTRATIVE PROCEDURES